



DIMOND COURTHOUSE

EMERGENCY PROCEDURES

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INTRODUCTION

The Dimond Courthouse provides this information as a reference guide in the event of an emergency.

It is each occupant's responsibility to be aware of the procedures listed herein and the location of the buildings emergency exits so that injuries and property damage may be minimized during an emergency situation.

EMERGENCY TELEPHONE NUMBERS

1.	Juneau Fire Department	911
	Juneau Police Department	911
	Emergency Medical Aid	911
	<u>State Agencies Must Dial</u>	<u>911</u>
2.	Facilities Call Center	465-5689
3.	Facilities Call Center Fax	465-3326
4.	Building Security - Juneau	465-2100
5.	Parking Security – Juneau	465-4090
6.	Facilities Management – Juneau Office (normal business hours)	465-5683
7.	Facilities Management – Juneau Office (emergency/after hours)	321-4388

BUILDING EMERGENCY SYSTEMS

A. EMERGENCY EXITS

There are two exit stairwells located within the Dimond Courthouse. The front stairwell exits on 4th Street or Main Street and the back stairwell exits on Seward Street.

B. FIRE ALARM PULL STATIONS

Pull stations are located on each floor. In case of fire in or near your suite, activate the nearest pull station, regardless of whether or not the alarm signal is already sounding.

C. SPRINKLERS AND SMOKE DETECTORS

The building is equipped with sprinkler systems in specific areas. Smoke detectors are located in specific areas on each floor. Both of these systems are automatically monitored so that, should either one be activated by smoke or heat, the alarm signal will sound and the fire department will be alerted.

D. FIRE EXTINGUISHERS

Fire extinguishers are located throughout the building. Extinguishers are intended for use in small, controllable blazes. The extinguisher should be held upright with the nozzle pointed at the base of the flames. Please do not attempt to "fight" fires unless you can do so safely.

F. ELEVATORS

Do not use the elevators if there is a fire alarm. They can only be used for evacuation by the Fire Department.

F. AUDIBLE FIRE ALARM

In the event the buildings standard audible fire alarm system activates a "continuous" ring, occupants should evacuate the building using the closest stairway quickly and safely.

If a "pulse" (3) short consecutive rings lasting 1 second each is activated this is notification to occupants that the standard alarm experienced is a "false alarm" and the building is safe for re-entry.

EARTHQUAKE

A. Emergency Phone Numbers

- | | | |
|----|---------------------------------|------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | State Agencies Must Dial | 911 |
| 2. | Facilities Call Center | 465-5689 |
| 3. | After-hour Security | 465-2100 |

IMPORTANT DO'S

1. Take cover under a desk, in a doorway, or in the center of the building.
2. Stay clear of bookcases, file cabinets, glass items, windows, and other similar items.
3. Follow instructions of the fire department and building management.
4. Keep calm.
5. Turn off all electrical equipment.
6. Wait for instructions from Building Management in the event of an extended power failure.
7. In the event of an evacuation is necessary, evacuation procedures will be announced by persons in authority.

IMPORTANT DONT'S

1. Don't panic.
2. Don't use telephones.
3. Don't use elevators.
4. Don't stand near windows.
5. Don't use an open flame.
6. DO NOT GO OUTSIDE THE BUILDING unless instructed to do so by persons in authority. If you are outside, move away from the building to protect yourself from falling glass.

IMPORTANT SUPPLIES

1. Flashlight and extra batteries.
2. Portable battery operated radio.
3. First Aid Kit and Manual.
4. Emergency food and water, non-electric can opener.

ELEVATOR EMERGENCY

Elevators are a very safe mode of transportation. They do occasionally malfunction. When they do, follow these guidelines:

IMPORTANT DO'S

1. Remain calm.
2. Use the automatic telephone located behind the panel or the telephone button inside the elevator cab. The phone is monitored 24 hours each day by GUARDIAN Answering Service.
3. If you observe a malfunction from outside the elevator, notify the Facilities Call Center at 465-5689.

IMPORTANT DON'TS

1. Don't force the elevator doors open.
2. Don't panic.
3. Don't jump in elevators; the most common cause for elevators to get stuck between floors is its occupants misusing the equipment. Jumping in the elevators causes over-speed, which can activate the brakes.

THIS IS WHAT HAPPENS

1. When you pick up the emergency telephone in the elevator, Guardian Security will communicate with you.
2. Guardian Security will obtain assistance from TK Elevator Company.
3. Passengers will be assisted as quickly as possible.
4. Building Maintenance is expressly forbidden from recovering people from stuck elevators. Only trained, authorized personnel of TK Elevator Company can accomplish this. Therefore, if you are stuck, you will have to wait until TK personnel arrive at the building; this can easily take 20-30 minutes, please be patient.

EVACUATION

Emergency phone numbers

- | | | |
|----|---------------------------------|------------|
| 1. | Fire/Police/Medical | 911 |
| | Stage Agencies Must Dial | 911 |
| 2. | Facilities Call Center | 465-5689 |
| 3. | After-hours Security | 465-2100 |

IMPORTANT DO'S

1. Follow the instructions of your Fire Wardens, Facility Manager and the fire department.
2. Where possible, assist disabled personnel to the stairwell landing where they will be picked up by emergency personnel. The Fire Wardens will coordinate this effort.
3. Close the door to your office as you leave.
4. Form evacuation line at the nearest stairwell.
5. Use stairwells for evacuation. Be alert for other tenants and fire department personnel who might also be using the stairwell.
6. Keep talking to a minimum.
7. Use handrails in stairwells.
8. Move quickly, but calmly.
9. Listen for instructions and follow them.
10. Clear emergency stairwell doors as soon as you exit.
11. Please check with your Fire Warden to verify accountability after evacuation from the building.
12. Wait for an "ALL CLEAR" announcement or for further instructions.

IMPORTANT DON'TS

1. Do not try to use the elevators; they will not respond.
2. Do not return to the area to retrieve items such as purses, coats, etc.
3. Do not block stairwells, vestibules, or doorways.
4. Do not run or create a panic situation.
5. Do not return until the fire department or Building Management gives an "ALL CLEAR".

EVACUATION PROCEDURES / GUIDELINES

The following is for the use by occupants of the Dimond Courthouse Volunteer Fire Wardens and their alternates. Although we have had numerous false alarms in the past, it only takes one real alarm to recognize the importance and serious nature of these procedures. Here you will find basic procedures to be followed when a fire evacuation alarm is sounded in the Dimond Courthouse. There are general instructions for occupants, general instructions for the volunteer fire wardens, and specific instructions for each level of fire warden. **We urge all occupants of the Dimond Courthouse to become familiar with at least the general evacuation procedures.**

Definition of Terms:

Chief Fire Wardens (CFW): There are two volunteer Chief Fire Wardens assigned to the each building.

Senior Fire Wardens (SFW): For each floor of each building there is at least one Senior Fire Warden.

Fire Wardens (FW): Each floor is divided into sectors. Each sector has one volunteer Fire Warden assigned to it.

All wardens will be identified by the orange vests and hard hats they will be issued.

General Evacuation Instructions for Occupants of the Dimond Courthouse:

When you hear or become aware of an active FIRE ALARM it is recommended that you do the following:

1. Keep calm. DO NOT panic or panic others.
2. Quickly terminate your telephone call or activities.
3. Take coat and purses ONLY if they are convenient and immediately available.
4. Progress immediately to your designated emergency exit.
5. Follow the instructions of any Fire Warden or Senior Fire Warden. They will be recognizable their orange vests and hard hats.
6. Walk carefully and DO NOT run. There will be a lot of people converging in the stairwells at one time, so it is necessary to remain calm and yet proceed as quickly and safely down the stairs as you can. Those who have a more difficult time descending the stairs should try to use the handrails. Those who have no difficulty should allow access for those who need to use the handrails. If you see a co-worker

that might need a little help, it doesn't hurt to offer some assistance if it can help to keep the egress going at a reasonable rate of speed.

7. Once you are out of the building, keep walking away from the building so as to allow room for those who are exiting the building behind you. Stay on the sidewalks and follow the instructions of the Fire Wardens. Stay out of the way of any traffic and/or responding units.
8. If you are unable to descend the stairs your Fire Warden will direct you to wait in a safe staging area near the stairwell but out of the traffic corridor. Once the stairwell is fairly empty and it is made obvious that it is smoke free and not in immediate hazard, the Senior Fire Warden will then place you inside the stairwell landing. The Fire Warden or Senior Fire Warden will be reporting your location and condition to the Chief Fire Warden who will alert the responding fire/rescue units. The responding units will then come and get each person left in the building in the order of most immediate peril or need at the time. This procedure is something that you will want to discuss with your Fire Warden or Senior Fire Warden well in advance of any alarm. It might also be a good idea to do a practice run or two in advance preparation.
9. If smoke is present on your floor or if you are caught in smoke, immediately drop to the floor, crawl along the floor where the air is cooler, take short breaths and breathe through your nose. If it becomes dark and difficult to see, you will have to feel your way to the exit. Using voice communications with others will help guide everyone out.
10. Once outside the building, do not try to re-enter unless instructed to do so. If a real event does occur, it may be necessary to evacuate to a staging area away from the DCH. The most likely location would be the State Capitol.

General Emergency Evacuation Instructions for all Volunteer Fire Wardens:

When the fire alarm is triggered the following are the general procedures to be followed when evacuating the building. These procedures are meant to be a guideline only and Fire Wardens, Senior Fire Wardens and the Chief Fire Wardens all have the option of using a different egress method if the circumstances warrant it at the time. For example, if a fire/smoke hazard is present, visible or known; or the fire hazard blocks an egress pathway, common sense dictates that the evacuation for the blocked egress be modified to another, safer route.

1. When the fire alarm sounds, the FW should put on their vests and hats and walk through their assigned sector reminding all occupants to walk calmly to their egress path. If the weather is cold or wet, and there is no immediate signs of hazard (such as visible fire or smoke) occupants can quickly grab their coats and purses. The FW should make certain that all occupants are accounted for and out of the sector area before they leave. The FW should urge anyone who is reluctant or slow in leaving that quick but calm evacuation is mandatory FOR EVERYONE. Anyone refusing to leave must be reported to the Chief Fire Warden.

2. A FW of the appropriate gender should check the restroom areas and remind those inside to hurry and evacuate. The FW should make certain that the restroom is vacant before exiting the area.
3. Senior Fire Wardens should check all conference rooms. If there are guests on the floor (such as attending a meeting) the SFW or FW should direct the occupants to the proper egress pathway.
4. Each FW and SFW should be aware of anyone on their floor or section who are unable to negotiate the stairwells due to a disability. Persons with such disabilities should be escorted to a safe area near the stairwell entrance and asked to wait there until the responding fire/rescue units arrive and can safely bring them down. If possible, it is recommended that each FW discuss the procedures in advance with the person with disabilities. It would be helpful if someone other than a FW could volunteer to stay with the individual until such time as the responding units arrive for assistance. This person could be the alternate FW or another co-worker of the disabled person.
5. Once the FW & SFW have the floor cleared, it is recommended that they then do a final check of the area. Persons with disabilities should be safely staged inside the stairwell landing once it is clear. The SFW should then close the fire door and exit down the stairwell.
6. Upon arriving outside the building the FW & SFW should check in with the CFW and provide the status of their sections. Include the following information: (a) were there any signs of a smoke or fire hazard present; (b) whether the section is clear or if anyone refused to egress and; (c) most importantly, the location of any persons with disabilities left in the stairwell landing and whether there is someone with them.
7. The CFW will check off each reporting section and floor. If there is a section that does not report, the CFW should contact the SFW and request that they check into why that section has not reported. This will require that all SFWs stay close by the CFW until such time as the CFW has received a report from all sections.
8. The CFW must inform the responding fire/rescue units of any individuals left in the building, their location, and type of disability. The CFW may need to ask an SFW to make this contact if the CFW is still waiting for sections to report. **It is imperative that the responding fire units be advised as soon as they arrive of the location of any individuals left inside the building.**
9. The CFW will have an amplified speaker horn and a whistle for crowd control and announcements. Each CFW will have to make decisions regarding crowd movement and gathering based upon the prevailing weather, traffic and egress conditions. The CFW, with the assistance of SFWs and FWs should attempt to keep an area clear for the arrival of any responding units. The crowd should be advised to move onto the side walks and to spread out so as not to block traffic or to endanger themselves or others.

10. Once the responding fire/rescue units have cleared the building for occupation, each CFW will be informed by a representative of General Services. The CFW will then announce that everyone may re-enter the building.
11. After this announcement the CFWs, SFWs and a representative of General Services will meet in the lobby of the Dimond Courthouse for a critique and discussion of the evacuation.

General Instructions for Fire Wardens:

DGS/Facilities greatly appreciates the time and efforts of the volunteer Fire Wardens. Their willingness to volunteer demonstrates their dedication to the safety of their co-workers. Without this thoughtful dedication and willingness to volunteer, DGS/Facilities would be forced into requiring a mandatory participation in an evacuation plan. It is our desire to keep the emergency evacuation program voluntary. The cooperation of voluntary participants is always of a high quality and helps to maintain a higher level of moral and provides for a safer workplace. Therefore, recognizing the fact that each volunteer has their day to day duties and functions of their regular job, it is hoped that the duties of the voluntary Fire Wardens be kept to a level so as not to be a burden to them or their co-workers. With that in mind, the following are some ideas and instructions that will help in maintaining a safe evacuation program:

1. Fire Wardens should be familiar with their sections and the egress exit paths. Fire Wardens can also act as 'safety eyes and ears' and alert General Services and/or building maintenance of any situation that could hinder an emergency egress; such as blocked corridors or stairwells.
2. It is also a good idea to be familiar with the location of nearby fire extinguishers. It is **not** the responsibility of the Fire Warden to inspect the fire extinguishers; however, if you notice an expired tag or any other problem with safety equipment, it only makes sense to bring it to the attention of General Services who will then alert building maintenance to the situation.
3. Fire Wardens should introduce new employees in their section to the fire evacuation procedures and exit routes.
4. Fire Wardens are issued an orange vest and hard hat to wear during an emergency evacuation.
5. Fire Wardens should also be aware of anyone in their section who has a disability that would hinder their use of the stairwells for exit. The Fire Warden should discuss the special procedures with the individual and make certain that you each agree on a safe area to wait for the fire/rescue units. This is also a good time to see if another co-worker would be willing to act in the capacity of a "buddy system" for the disabled person.
6. Fire Wardens should provide notice to the Senior Fire Warden of any planned vacation or annual leave time and arrange for an alternate to act in their absence.

General Instructions for Senior Fire Wardens:

1. The Senior Fire Warden on each floor is responsible for recruiting and appointing the Fire Wardens for each sector in their area. The Senior Fire Warden should make certain that each of their Fire Wardens has an orange vest and hard hat.
2. The SFW maintains and updates their listing of Fire Wardens. Periodic updates should be provided to the Chief Fire Wardens and DGS/Facilities. Changes can be emailed to the Call Center.
3. Establish and maintain evacuation routes and an alternate route for each sector. This is usually only necessary when there is a change in the physical configuration of the floor space. Consideration should be given to areas where bottlenecks might occur.
4. The SFW should also check with each FW as to the identity and location of anyone with a disability or anyone who cannot use the stairwells for egress. The SFW should maintain a listing of such persons and provide that information to the Chief Fire Warden.
5. The SFW may be called upon to conduct meetings of the Fire Wardens in their sections to review procedures and any issues regarding the evacuation plan.
6. Senior Fire Wardens report directly to the Chief Fire Wardens.
7. During evacuation, the Senior Fire Warden should be the last one off their floor, checking to make certain that they have placed anyone who cannot descend the stairs into the cleared stairwell landing to await rescue. The SFW should also make certain that all fire doors are closed tightly. The SFW should then proceed directly to the CFW to report in and to report on anyone left in the building.

General Instructions for Chief Fire Wardens:

The Chief Fire Wardens have unique and important duties. They are in general control of the staging areas and are the key element in reporting and communication. They direct the actions of the Senior Fire Wardens and have the authority to direct and instruct crowd control.

1. Once the fire alarm bell sounds, grab your clipboard and record the time of the alarm, put on your orange vest and hard hat. (The clipboard should be kept in a state of "readiness" with two separate unused recording forms, Emergency Evacuation Summary and Emergency Evacuation Report, and a pen or pencil secured to the board.)
2. With your clipboard and other equipment in hand progress immediately to your designated outside staging area.

3. Maintain a calm and orderly presence in the staging area.
4. Record the progress of the evacuation as each of FW & SFW reports to you on the status of their floor.
5. Notify responding units of any reported smoke or fire hazard and the location of anyone left in the building.
6. Direct SFWs & FWs, who have already reported in, to assist you in crowd control. Have SFWs & FWs restrain (to the best of their ability taking into consideration their own safety) anyone from entering the building who is not otherwise authorized to do so.
7. Report to General Services personnel pertinent information as needed.
8. When or if the "all clear" determination is made by the CBJ responding unit commander, General Services will then have the CFW announce the "all clear" signal to enter the building.
9. If a significant event is in progress, the CFW along with the assistance of SFW & FW, will instruct the crowd to evacuate to a pre-determined location, out of the weather. This will most likely be the Capitol Building, depending upon circumstances and safety issues at the time.
10. Once the event is over, the CFW will report directly to General Services for further debriefing or instructions.

EVACUATION SAFE HAVENS

By prearranged agreement, occupants of the Dimond Courthouse are authorized to use the lobby of **The Capitol Building** during normal business hours, 7AM-5PM. In the event of frigid temperatures and if the building's evacuation process is not given an "ALL CLEAR" within a reasonable time period, Building Management will address the occupants staged outside to relocate to the identified safe haven until an "ALL CLEAR" is announced.

FIRE

- | | | |
|----|--|-------------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>State Agencies Must Dial</u> | <u>911</u> |
| 2. | Facilities Call Center | 465-5689 |
| 3. | After-hours Security | 465-2100 |

UPON DISCOVERY OF A FIRE FOLLOW THESE GUIDELINES:

1. If safe call the FIRE DEPARTMENT, 911 or if you are at a State Agency dial 911. Give the following information:
 - Your Name
 - Address: Dimond Courthouse
123 4th St.
Suite Number _____
Floor Number _____
 - Explain problem: What is burning, etc. If it is safe, stay on the phone long enough to confirm that the information was received and understood.
2. Activate the nearest fire alarm pull station
3. Call the Facilities Call Center, 465-5689, and inform them of the situation.

WHAT TO DO IF YOU DISCOVER A FIRE...

Note: There are two fire extinguishers located on each floor, near the elevator lobbies.

1. Leave the area of the fire.
2. Close all door(s) as you leave.
3. Pull the nearest fire alarm pull station to sound the alarm and begin evacuation of the building.
4. Evacuate the building using the closest stairway or move to your appointed duty as part of your suite's evacuation team.
5. Check all doors and door jams for heat before entering the room with the fire.
6. Keep your back to the door to leave your escape route open.

If the fire is bigger than about one foot in diameter, the better choice may be to close the door(s) again, leave the building as quickly as possible, and let the Juneau Fire Department do their job.

THIS IS WHAT HAPPENS

1. Management will assist the fire department with directions and information.
2. Messages regarding the emergency may be transmitted over the building fire/life safety speaker system. Please remain alert and keep conversation to a minimum.

FIRE PREVENTION

A. EMERGENCY PHONE NUMBERS

- | | | |
|----|--|------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | <u>State Agencies Must Dial</u> | 911 |
| 2. | Facilities Call Center | 465-5689 |
| 3. | After-hours Security | 465-2100 |

B. FOLLOW THESE SIMPLE RULES TO HELP PREVENT FIRE:

1. DO NOT PUT PAPER IN LOBBY ASHTRAYS.
2. An area for smoking is located at the rear of the building. Smoking is not permitted in the building.
3. Do not empty ashtrays into wastebaskets.
4. Unplug any electrical equipment that is not working properly or is need of repair.
5. Do not overload outlets.
6. Keep heat-producing equipment away from objects that will burn.
7. Assign one person, and an alternate, to ensure all appliances, especially coffee pots, are turned off when leaving the building.
8. Store and use flammable liquids according to container instructions and city/code requirements.
9. Do not allow accumulation of trash or waste materials that are flammable.
10. Do not hold suite or lobby doors open with doorstops or other items.
11. TURN OFF COFFEE POTS.
12. Use of supplemental heat devices, such as space heaters is not permitted.
13. Adhere to building policies for holiday decorations.

INDIVIDUALS REQUIRING SPECIAL ASSISTANCE

If you are a disabled individual or require any special assistance in emergency situations or priority one fire alarm evacuations, it is your responsibility to contact the Facilities Call Center and make sure you are on the list for emergency evacuation please see page 36 for the form you would need to fill out and fax.

In the event of a priority one alarm or emergency situation where evacuation is required we recommend any person that is disabled or on the Emergency Assistance List have a "buddy" who waits with them on the stairwell landing (the designated safe haven) until an "all clear" announcement is made, or emergency personnel arrive on scene to assist with their evacuation. Building Management will not be assisting in the evacuation of disable persons your "buddy", Fire Warden or emergency personnel will be performing this task.

TSUNAMI EMERGENCY

A tsunami is a series of waves that can be dangerous and destructive. They can be caused by underwater disturbances or earthquakes. When you hear a tsunami warning, move at once to higher ground and stay there until local authorities say it is safe to return home.

What can I do today?

- Be familiar with the tsunami warning signs. A rapid rise or fall in coastal waters and a large earthquake are both signs to an approaching tsunami.
- Know the location of your local evacuation site. Most coastal communities have a designated area on high ground that the community will meet, e.g.: a school.
- Know your community's warning siren or method of letting people know a tsunami is coming.
- DO NOT go to the water to watch the tsunami come in!

MEDICAL EMERGENCY / AED

A. EMERGENCY PHONE NUMBERS

- | | | |
|----|---------------------------------|------------|
| 1. | Fire/Police/Medical Departments | 911 |
| | State Agencies Must Dial | 911 |
| 2. | Facilities Call Center | 465-5689 |
| 3. | After-hour Security | 465-2100 |

IMPORTANT DO'S

1. Call 911; State Agencies must dial 9911.
2. Give the following information:
 - a. Your name
 - b. The building address: 123 4th St.
 - c. The exact location of the emergency (suite, floor, etc.)
 - d. Any details regarding the nature of the emergency (apparent heart attack, injury, etc.)
3. Notify the Facilities Call Center, 465-5689.
4. Reassure the victim that emergency assistance is on the way.
5. Have someone meet the emergency personnel at the elevators on your floor.
6. Remain calm.

IMPORTANT DON'TS

Don't attempt to move the victim unless it is necessary to do so in order to avoid further injury (fire, etc.).

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The building does have an automated external defibrillator (the LIFEPAK 500 AED) for use with a victim in cardiopulmonary arrest. The AEDs are located on each floor of the Dimond Courthouse. Training is available through the American Red Cross and the Facilities Administrative Assistant will coordinate training sessions for interested individuals. If you are interested in getting your certification, or in getting re-certified please call 465-5689.

THIS IS WHAT HAPPENS

1. The Facilities Manager will meet emergency personnel in the main floor lobby and accompany them to the area.
2. The Facilities Manager or security personnel will make a report of the incident and emergency personnel will handle the situation.

SUSPICIOUS OBJECTS

A. EMERGENCY PHONE NUMBERS

	<u>State Agencies Must Dial</u>	<u>911</u>
1.	Facilities Call Center	465-5689
2.	After-hour Security	465-2100

IMPORTANT DO'S

1. Obtain a good description of the object: size, color, markings, etc.
2. Identify exact location of the object: building, floor, room number and location within the room.
3. Your Agency or firm manager will determine if the immediate area needs to be evacuated and if so he/she will issue instructions to do so.
4. Contact police first and then contact General Services.

IMPORTANT DON'TS

1. Don't touch or disturb the object
2. Don't panic

THIS IS WHAT HAPPENS

The police department and Facility Management will assess the situation and determine evacuation requirements.

BOMB THREATS

If you receive a threat, keep calm. Have a prearranged signal to alert supervisory personnel so they may listen also. If possible, record the call.

Legitimate callers usually wish to avoid possible death or injury. Request more information by expressing a desire to save lives.

IMPORTANT DO'S

1. IF THE THREAT IS A BOMB, ASK THE FOLLOWING QUESTIONS:

When is the bomb supposed to explode?

Are you sure?

What floor is the bomb on?

What kind of bomb is it?

What does it look like?

How big is it?

Where did you put it?

Did YOU set the clock?

Why are you doing this?

Why did you call me?

What do you want me to do?

What is your name?

2. RECORD Exact wording of the threat.

3. NOTIFY

JUNEAU POLICE DEPARTMENT	911
State Agencies Must Dial	911
FACILITIES CALL CENTER	465-5689
AFTER HOURS SECURITY	465-2100

BOMB THREAT CHECKLIST

Impression of Caller

____ Male ____ Female ____ Youth ____ Race
____ Adult ____ Juvenile ____ Estimated Age

Callers Voice

____ Calm ____ Gasping ____ Exciting ____ Slurred ____ Drunken ____ Joking
____ Authoritative ____ Frightened ____ Raspy ____ Whispered ____ Serious
____ Incoherent ____ Semi Serious ____ Vicious/Mean ____ Deep Tone
____ Giggling ____ Dirt Laugh ____ Nervous Laugh ____ Normal Tone
____ Stuttered ____ Hesitated ____ Lisp ____ Normal Breathing
____ Monotone ____ Heavy Breathing ____ Voice sounded remote ____ Cell Phone
____ Heavy Breathing ____ Nervous ____ Nasal Tone ____ Obviously Disgusted
____ Familiar Voice ____ Accent: ____ what kind? ____ Confused

Callers Use of Language

____ Use of slang what words were most used? _____

Other words or phrases _____

Pronunciation, selection, timing of speech

____ Limited ____ Foul ____ Reading Statement ____ Normal ____ Faded Away

Use of words. Pronunciation, selection, and timing of speech. _____

____ Average ____ Limited ____ Foul ____ Educated ____ Jerky

____ Reading Statement ____ Incoherent ____ Stilted ____ Stammered ____ Normal

Background Sounds

____ Quiet ____ Fan ____ Crowd Sounds ____ Phone Booth ____ Clear
____ Truck ____ Pump Sound ____ Local Call ____ Static ____ Train
____ Office Equipment ____ Long Distance ____ Other Voices ____ Aircraft
____ Machinery Noise ____ Wind ____ Music Noise ____ Echo ____ Bus
____ Rain ____ Construction ____ House Noises ____ Subway ____ Bird Sounds
____ Surf Sounds ____ Loud Noises ____ Automobile ____ Dog Barking
____ Thunder ____ Motorcycle ____ Horn/Bell/Whistle ____ Footsteps
____ Horn Sound ____ Other Sounds

SEARCH

The “search” for the object is most effective and fastest if made by the normal building occupants. Object can vary in size and shape; it is a fundamental rule that the search must be made by persons who are familiar with the area, who will notice a strange or foreign object.

Care and caution must be used during the search. Do not change the environment in question through the use of radios, cell phones, temperature variations, presence of electrical current etc.

If an object is found, DO NOT MOVE, jar, or touch it. Immediately contact security, General Services or local on-site emergency authorities.

EMERGENCY ALERT SYSTEM

I. INTRODUCTION

This Emergency Alert System (EAS) Local Area Plan was developed by the Juneau Local Area Emergency Communications Committee in cooperation with local broadcast and cable operators, the National Weather Service, and the City and Borough of Juneau. The Plan outlines the methods used to disseminate emergency information and warning to the general public in the Juneau EAS Local Area or any portion thereof, within the broadcast coverage and cable system service areas, at the request of local, State and Federal officials. This local EAS plan may be activated in response to common local emergency situations such as power outages, floods, civil disorders, earthquakes, heavy snows, toxic chemical leaks or any occurrence which poses a danger to life or property.

Acceptance of/or participation in this plan shall not be deemed as a relinquishment of program control, and shall not be deemed to prohibit a broadcast licensee or cable operator from exercising his independent discretion and responsibility in any given situation. Broadcast stations and cable systems originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system to exercise discretion regarding the transmission of emergency information and instructions to the general public is provided by the FCC Rules and Regulations.

II. AUTHORITY

Title 47 U.S.C. 151, 154 (i) and (o), 303 (r), 524(g) and 606; and 47 C.F.R. Part 11, FCC Rules and Regulations, Emergency Alert System (EAS)

A WORD OF CAUTION: The Emergency Management/Services community has acquired a valuable new tool in gaining direct access to all area broadcasters and subject cable operators via the EAS. However, if not used prudently, you put yourself in danger of losing this tool. Broadcasters and cable operators are expecting the EAS to be used only for very serious emergencies. Keep in mind two things. First, some broadcasters and cable operators have their EAS decoders set on Automatic Mode. There will be no one there to screen your message and decide if it should be aired. They are depending on you to send an EAS Alert only for a very serious emergency. The first time you trigger the system for a frivolous event, you will lose the confidence of your area broadcasters and cable operators. The second thing to remember is that broadcasters and cable operators participate in the local level EAS on a voluntary basis. No one can force them to carry out your EAS Alerts. Maintain a good relationship with your local broadcasters and cable operators, and they will come through for you in a crisis.

III. KEY EAS SOURCES

A. Local Primary Source (LP-1)

Location	KINY-AM 800 KHz
EAS Codes in Encoder/Decoder	See Annex D
EAS Monitoring Assignments	KTOO, NWS, KIMO
Contact	Dennis Egan
Telephone	907-586-1800
Unlisted Telephone	907-586-6037
Hours of Operation	24 hrs / 7days (Unattended 12:00 AM to 3:00 AM / Weekends 4:00 PM to 6:00 AM)
Communications Facilities	1107 W. 8 th Street
Administrative E-mail	egan@ptialaska.net

B. Local Primary Source (LP-2)

Location	KTOO – FM 104.3 MHz
EAS Codes in Encoder/Decoder	See Annex D
EAS Monitoring Assignments	KINY, NWS, ARCS
Contact	Bill Legere
Telephone	907-586-1670
Unlisted Telephone	907-463-6430
Hours of Operation	24 hrs / 7 days (Unattended 12:00 AM to 5:00 AM)
Communications Facilities	360 Egan Drive
Administrative E-mail	bill@ktoo.org

C. Local Primary Source (LP-3)

Location	NOAA Weather Radio 162.400 MHz -162.55 MHz Primary
EAS Codes in Encoder/Decoder	See Annex D
EAS Monitoring Assignments	N/A
Contact	Joel Curtis
Telephone	907-790-6803
Unlisted Telephone	907-790-6824
Hours of Operation	24 hrs / 7 days
Communications Facilities	8500 Mendenhall Loop Road
Administrative E-mail	Joel.curtis@noaa.gov

IV. IMPLEMENTATION

The following procedures should be used to implement EAS alerts.

A. *Procedures for Designated Officials*

1. *Activation Request*

Request activation of the EAS facilities through the NWS Juneau Forecast Office via phone or other available communications facilities. The Juneau Forecast Office may call back the requesting agency to verify authenticity of the request.

In the event the NWS Juneau Forecast office cannot activate the EAS facilities, request activation of the EAS facilities through the LP-1 or LP-2 via phone or other available communications facilities.

2. *Contact Format*

Designated officials use the following format when contacting the key EAS sources:

"This is (Name/Title) of (Organization). I request that the Emergency Alert System be activated for the Juneau area because of (Description of emergency)."

3. *Details of Transmission*

Designated officials and/or EAS source personnel determine transmission details (i.e., live or recorded, immediate or delayed). Officials should provide emergency program material including a description of the emergency, actions being taken by local government, and instructions to the public.

4. *Lines of Communication*

Keep line of communication open if necessary.

5. *Specific Area Activation*

For a unique emergency not involving the entire Juneau local area, local authorities may request activation of the EAS through the broadcast station and cable system serving only the affected area.

B. *Procedures for Broadcast and Cable System Personnel*

1. *LP-1 Response to EAS Alert*

Upon receipt of a request to activate the local EAS from appropriate authority, the LP-1 (or alternate LP-2) may proceed as follows:

a. ANNOUNCEMENT

Broadcast the following announcement:

"WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW."

b. TRANSMISSION OF EAS CODES

Transmit the EAS header codes and Attention Signal.

c. ANNOUNCEMENT

Transmit the following announcement and material:

"WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY ALERT SYSTEM FOR THE JUNEAU LOCAL AREA BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INSTRUCTIONS WILL FOLLOW."

***** Follow with emergency program *****

d. TERMINATION

To terminate the EAS message (immediately or later), make the following announcement:

"THIS CONCLUDES EAS PROGRAMMING. ALL BROADCAST STATIONS AND CABLE SYSTEMS MAY NOW RESUME NORMAL OPERATIONS."

e. END-OF-MESSAGE CODE

Transmit the EAS End of Message (EOM) code.

Important Note: For State and local emergencies, broadcasters and cable operators have the option of transmitting only the EAS header and EOM codes without an audio emergency message. This is acceptable so that EAS coded messages can be unobtrusively relayed through areas unaffected by the emergency.

2. *Procedures for Monitoring Stations and Cable Systems*

All other broadcast stations and cable systems are monitoring key sources via EAS monitor receiver/decoders and will be alerted by the header codes and attention signal. Each station and cable system upon receipt of the signal will, at the discretion of management, perform the same procedures as in step 1 above by transmitting the emergency message from the LP-1 or LP-2.

3. *Responsibility to Provide Confirmed Information*

To avoid unnecessary escalation of public confusion, all stations and cable systems must be cautious in providing news and information pertaining to the emergency. All messages must be based on definite and confirmed facts. The public must not be left to decide what is or is not fact.

4. *Resume Normal Programming*

Upon completion of the above transmission procedures, resume normal programming. Appropriate notations should be made in the station and cable system records. A very brief summary may be sent to the FCC for information purposes only.

V. **TESTS**

Closed-circuit Required Weekly Tests are sent by each participating radio, television, cable system, and the National Weather Service. In addition, the Juneau LECC will schedule a "live" test of the EAS system for the Juneau area annually (utilizing the CEM "Civil Emergency Message" event code).

VI. **ANNEXES**

ANNEX A	List of designated officials
ANNEX B	Approvals
ANNEX C	List of EAS codes transmitted by key EAS sources
ANNEX D	List of broadcast stations and cable systems
ANNEX E	Juneau Area Local Emergency Communications Committee
ANNEX F	Acronyms

DESIGNATED OFFICIALS AUTHORIZED TO ACTIVATE THE JUNEAU AREAS

City Manager, City and Borough of Juneau
Emergency Programs Manager, City and Borough of Juneau
Chief, Capital City Fire Rescue
Chief, Juneau Police Department
National Weather Service Forecast Office Juneau
Emergency Coordinator, Alaska Electric Light & Power

ANNEX C
LIST OF EAS CODES TRANSMITTED BY EAS KEY SOURCES

Key EAS Source (County FIPS #)	ORG - Originator	EEE - Event
Local Codes		
602110	CIV/WXR	CEM Civil Emergency Message
602110	CIV/WXR	HMW Hazardous Materials Warning
602110	CIV/WXR	TOE 911 Telephone Outage Emergency
Weather Codes		
602110	WXR	BZW Blizzard Warning
602110	WXR	CFW Coastal Flood Warning
602110	WXR	TOR Tornado Warning
602110	WXR	FFW Flash Flood Warning
602110	WXR	FLW Flood Warning
602110	WXR	SVR Severe Thunderstorm Warning
602110	WXR/CIV	TSW Tsunami Warning
State Codes		
002000	CIV/WXR	TSW Tsunami Warning
002000	CIV	CAE Child Abduction Emergency (Amber Alert)
002000	CIV	RMT Required Monthly Test
002000	CIV	ADR Administrative Message
National/Presidential Codes		
002000	EAN	EAN Emergency Action Notification (National Only)
002000	EAN	EAT Emergency Action Termination (National Only)

ANNEX F
ACRONYMS

C.F.R. Code of Federal Regulations
 CBJ City and Borough of Juneau
 EAS Emergency Alert System
 EOM End of Message
 FCC Federal Communications Commission
 LECC Local Emergency Communications Committee
 LP-(1,2,3) Local Primary (1,2,3)
 NWS National Weather Service